

Department Letterhead

Date

Applicant Name

Address

City, State Zip

Thank you for your interest in the Classification Title position, which you applied for in the Division, Office, Branch or Program of the Department.

We received many applicants for this position and only the most qualified were interviewed. We have selected an individual with extensive experience and qualifications needed as a Classification Title in Division, Office, Branch or Program.

Although you were not selected for an interview for this position, we appreciate your interest in becoming a member of our team and encourage you to apply again for future job openings.

Thank you,

Hiring Manager Name

Division, Office, Branch or Program

Department Name